



## **Community Interfaith Liaison Office**

### ***Department of Systems Management for Human Services***

**ISSUE #8 – Week of MAY 19, 2003**

## **Community Interfaith Liaison Office (CIL) Biweekly Update:**

***May 19, 2003***

*An update from the Fairfax County Community Interfaith Liaison Office (CIL), serving Fairfax County faith communities and faith and community based organizations by sharing information, resources, training, linkages, partnership and collaboration opportunities, and coordinating human service-oriented meetings, workshops, and events for the Fairfax County faith community. The Community Interfaith Liaison Office is part of the Fairfax County Department of Systems Management for Human Services, located at 12011 Government Center Parkway, Suite 220, Fairfax, Virginia 22035. For information, please telephone (703) 324-3453 or e-mail [hprym1@fairfaxcounty.gov](mailto:hprym1@fairfaxcounty.gov).*

*Sandra Chisholm, Community Interfaith Liaison*  
[Schish@fairfaxcounty.gov](mailto:Schish@fairfaxcounty.gov)

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***The Community Interfaith Liaison Office (CIL) Biweekly Update includes information grouped by the following categories:***

- *Feature Article: "[The Fairfax Fatherhood Collaborative](#)" - see page 2*
- *Surveys and Reports - see page 3*
- *Faith Communities in Action (FCIA) - see page 3*
- *Upcoming Events/Workshops/Conferences – see page 4*
- *News and Announcements – see page 13*
- *Resource and Grant Opportunities – see page 14*
- *Job Opportunities - see page 14*
- *Community Fundraisers - see page 15*

*Please scroll down to view information in the categories described above.*

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## **Accommodations:**

Fairfax County is committed to a policy of nondiscrimination in all county programs, services and activities. Special accommodations/alternative information formats for Faith Communities in Action (FCIA) meetings and Community Interfaith Liaison Office meetings, events, and workshops will be provided upon request. Please call Holly Prymak at (703) 324-3453 or TTY (703) 803-7914 to request special accommodations or if you have any questions or concerns. Please allow seven working days in advance of the event in order to make the necessary arrangements.

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## Contact Us:

For more information on the Community Interfaith Liaison Office, please visit our web-site at:

[www.fairfaxcounty.gov/service/dsm/cil/default.htm](http://www.fairfaxcounty.gov/service/dsm/cil/default.htm)

If you would like to be removed from the CIL Biweekly Update newsletter, please send an e-mail message to Holly Prymak at [hprym1@fairfaxcounty.gov](mailto:hprym1@fairfaxcounty.gov) with the word **"Unsubscribe"** in the subject line. Thank you.

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## Feature Article:

**THE FAIRFAX FATHERHOOD COLLABORATIVE**...*Because a committed, involved, and responsible father makes a tremendous, positive impact on the future of his child.*

The Fairfax Fatherhood Collaborative is a coalition of involved community-based organizations, government agencies and interested individuals working to provide leadership, coordinate services and develop additional community capacity to help fathers enhance their relationship with their children and meet their family obligations.

**Defining the Problem:** The home-life of America's children has changed drastically in the last 30 years. In 1981, 33% of all children did not live in a traditional two-parent family. By 1992, that number jumped to 43%. By 1993, the number of children born to unmarried mothers had tripled since 1970. In the "National Survey of Families and Households" nearly a third of the children had seen their non-resident parent only once or not at all in the preceding year; and only one in four averaged weekly contact (Selzer, 1991).

Research in a variety of fields indicates that parental involvement increases children's well being on an array of measures from academic achievement to being less prone to participate in delinquent activities. Research also suggest that children benefit, cognitively at least, when they have two highly involved parents instead of just one (Lamb, 1986).

As recently as 1996, the US Dept. of Health and Human Services has researched the extent to which the court, child support enforcement, and various public benefits programs may be supportive or counterproductive to the roles of fathers in the lives of their children. A national movement in support of responsible fatherhood has focused the creativity and energy of practitioners in the field to create viable solutions to this major social challenge. Toward this end, the Fairfax Fatherhood collaborative was established in April 2002.

**Vision:** Fairfax Fatherhood Collaborative (FFC) members ascribe to a vision of a community that values fathers for their importance to children; and that supports involved, committed and responsible fatherhood by providing prevention, intervention, mediation and educational resources, as well as advocating for responsible fatherhood programs and services.

The Fairfax Fatherhood Collaborative will be sponsoring a series of events and workshops for parents, children, and professionals working with non-custodial fathers the week of June 14 - 20, 2003.

**For dates and locations, please call Derwin Overton at (703) 246-3033.**

Please refer to the three additional attachments that provide further information on the Fairfax Fatherhood Collaborative, including a brochure for distribution:

- Barriers to Involved, Responsible, Committed Fatherhood

- Strategies to Reduce Barriers to Involved, Responsible, Committed Fatherhood
- Fairfax Fatherhood Collaborative Brochure

Contact: Derwin Overton, OAR of Fairfax County  
10640 Page Avenue, Suite 250  
Fairfax, VA 22030

(703) 246-3033  
doverton@oarfairfax.org

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## **Surveys and Reports:**

### **Non-Profit and Faith Community Economic Impact Survey**

The "Highlights: Non-Profit and Faith Community Economic Impact Survey - April 2003" report has been issued by the Department of Systems Management for Human Services, Community Interfaith Liaison Office. The report studied the fiscal and service impact of the 2002 and 2003 economy on faith and non-profit organizations serving the Fairfax County community.

### **Gang Prevention - Community Seminar Series Report**

The Fairfax Partnership for Youth sponsored a Community Seminar Series on Gang Prevention from October 2002 - February 2003. The series was conducted by the Department of Systems Management for Human Services.

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## **Faith Communities in Action (FCIA):**

*Faith Communities in Action (FCIA) - An interfaith coalition of churches, mosques, synagogues, temples, faith and community-based organizations, and government agencies gathering to learn and share information to better address human services needs in Fairfax County, Virginia.*

At the last meeting of Faith Communities in Action (FCIA), held on Wednesday, May 14<sup>th</sup>, 2003, four task forces were established to review human service and community issues faith communities had expressed an interest in learning more about and/or in identifying how they could become more involved through prevention, education, or service efforts. The four task forces are:

- *Domestic Violence Task Force*
- *Housing Task Force*
- *Tolerance and Respect Task Force*
- *Youth Task Force*

Additional faith community and community-based organizations' participation is being sought for each task force. If you or another representative from your faith community is interested, please call (703) 324-3453 or e-mail [hprym1@fairfaxcounty.gov](mailto:hprym1@fairfaxcounty.gov).

The next Faith Communities in Action meeting will be held on Wednesday, July 9, 2003, from 2:00p.m. – 4:00p.m., in Conference Rooms 4 & 5 of the Fairfax County Government Center, located at 12000 Government Center Parkway, Fairfax, Virginia.

As always, all faith communities are invited to attend and encouraged to bring announcements about their upcoming community meetings, speaker events, workshops, and human service project announcements. Questions? Call Sandra Chisholm at (703) 324-5185 or e-mail at [schish@fairfaxcounty.gov](mailto:schish@fairfaxcounty.gov).

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## **Upcoming Events/Workshops/Conferences:**

### ▪ **Wednesday, May 21, 2003**

The Alexandria Youth Policy Commission, Alexandria Volunteer Bureau, and Alexandria City Public Schools present...

***Awards Reception in recognition of  
"National Youth Service Day"  
Wednesday, May 21, 2003  
6:00p.m. - 7:00p.m.  
Alexandria City Hall  
Vola Lawson Lobby  
301 King Street  
Alexandria, Virginia***

This awards reception will highlight the positive contributions that young people make to our community. Youth who have participated in service projects over the past year will be honored with a certificate presented by the Mayor. A reception for youth and their families will follow. For more information, please call Jamila Mahi at (703) 567-4804.

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### ▪ **Thursday, May 22, 2003**

Northern Virginia Regional Commission presents...

***Northern Virginia Access to Health Care Consortium  
"The Role of the Health Department in Access to Health Care"  
Thursday, May 22, 2003  
9:30a.m. - 11:30a.m.  
Northern Virginia Regional Commission  
7535 Little River Turnpike, Suite 100  
Annandale, Virginia 22003-2937***

For more information, please call (703) 642-0700.

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### ▪ **Friday, May 23, 2003**

OAR of Fairfax County presents...

**Meeting on the  
"Fairfax Fatherhood Collaborative"  
Friday, May 23, 2003  
12:00p.m.  
OAR of Fairfax County  
10640 Page Avenue, Suite 250  
Fairfax, VA 22030**

For more information or a copy of the meeting agenda please call (703) 246-3033 or e-mail [doverton@oarfairfax.org](mailto:doverton@oarfairfax.org).

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▪ **Friday, May 23, 2003**

The Community Action Advisory Board (CAAB) announces...

**Upcoming Re-broadcast  
"Health Care Town Meeting:  
The Future of Health Care"  
Friday, May 23, 2003  
Re-broadcast: 8:00p.m. on Channel 16**

For more information, please call the Community Action Advisory Board (CAAB) at (703) 324-7812.

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▪ **Tuesday, May 27, 2003**

The University of Virginia (UVA) presents...

**Leadership Series Seminar  
"Styles and Attitudes of Leaders  
Who Successfully Manage in Tough Times"  
Tuesday, May 27, 2003  
6:30p.m. – 9:30p.m.  
Northern Virginia Center  
7054 Haycock Road  
Falls Church, Virginia 22043  
Fee: \$65 per person**

This seminar will help leaders discover the myriad of ways in which to adapt effective leadership to specific situations in order to bring out the best in the people involved. For more information, please contact Russ Lentner at (703) 536-1127 or e-mail [rlentner@virginia.edu](mailto:rlentner@virginia.edu).

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▪ **Tuesday, May 27, 2003 and Thursday, May 29, 2003**

The Laurel Hill Adaptive Reuse Citizens' Committee approved this meeting related to the master planning

of Laurel Hill , the former Lorton Correctional Facility site...

**Upcoming Meetings**  
***"Community Information Exchange Meeting"***

**Tuesday, May 27, 2003**

*7:00p.m. - 9:00p.m.*

**Braddock District Office**

*9002 Burke Lake Road*

*Burke, Virginia*

**Thursday, May 29, 2003**

*7:00p.m. - 9:00p.m.*

**Fairfax County Government Center**

**Conference Rooms 9 & 10**

*12000 Government Center Parkway*

*Fairfax, Virginia*

This meeting will provide residents with information on Laurel Hill, the Comprehensive Plan for the site, and the process for master planning the site. For more information, please contact Mary Ashton at (703) 324-3408 or [mashto@fairfaxcounty.gov](mailto:mashto@fairfaxcounty.gov).

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▪ **Wednesday, May 28, 2003**

The U.S. Department of Housing and Urban Development (HUD), Washington, D.C. Field Office presents...

**Conference for Faith-Based and Community Organizations**  
***"Resources for Faith-Based and Community Organizations"***

**Wednesday, May 28, 2003**

*8:30a.m. - 4:30p.m.*

**Marriott Wardman Park Hotel**

*2660 Woodley Road, NW*

*Washington, DC*

*Free conference. No registration fee.*

**Advanced registration, by Friday, May 23, is [required](#).**

This conference is for faith-based and community organizations that have not traditionally participated in the HUD grants funding process. Participants will learn about available funding offered through the HUD SuperNOFA (Notice of Funding Availability), hear from a panel of HUD experts regarding program offerings, and review the grant writing process.

To register, please call Lillian Curley at (202) 275-9200, x. 3303 or Sylvia Hawkins at x. 3803.

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▪ **Wednesday, May 28, 2003**

The Judicial Council of Virginia presents...

**Upcoming Event**

***"Northern Virginia Town Hall Meeting"***

***Wednesday, May 28, 2003***

***6:00p.m.***

***Fairfax County Government Center***

***Conference Rooms 4 & 5***

***12000 Government Center Parkway***

***Fairfax, Virginia 22035***

This town meeting is one of several to be held across the state of Virginia in the month of May. Help generate a broad range of ideas to improve the court system's operation, assure that all persons who have contact with the courts are treated fairly and with respect and equality, and bring about a greater understanding of and respect for the judicial system. The discussion will focus on 1) Access to Justice; 2) Courtesy and Responsiveness; 3) Timeliness; 4) Fairness; and 5) Clarity.

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▪ **Thursday, May 29, 2003**

Volunteer Fairfax presents...

***Training Series for  
Non-Profit and Public Agencies***

***"How to Supervise Volunteers"***

***Thursday, May 29, 2003***

***8:45a.m. - 12:00p.m.***

***Braddock District Office***

***9002 Burke Lake Road***

***Annandale, Virginia***

***Registration Deadline: May 22, 2003***

*Developing staff awareness, buy-in and understanding of volunteers is often difficult! This workshop is designed to give you, the volunteer administrator, necessary tools to train your staff to work effectively with volunteers. Learn valuable techniques for volunteer supervision, evaluation and recognition that will build a strong staff/volunteer team.*

***Presenter: Emily Swenson, Volunteers for Change Program Manager***

Registration fee is \$50 per registrant. Premium members receive one ticket at \$30. Volunteer Fairfax is a private nonprofit organization mobilizing people and resources to meet regional community needs. For more information on programs and services visit our web-site at [www.volunteerfairfax.org](http://www.volunteerfairfax.org), email [volrus@volunteerfairfax.org](mailto:volrus@volunteerfairfax.org) or call 703-246-3460.

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▪ **Saturday, May 31, 2003**

The Fairfax Partnership for Youth and the Fairfax County After-School Network present...

***A Countywide Forum on After-School Programs for Middle School Youth***

***"Too Old for Child Care - Too Young to be Left Alone"***

***Saturday, May 31, 2003***

***9:00a.m. - 2:00p.m.***

***Luther Jackson Middle School***

***3020 Gallows Road***

*Falls Church, Virginia*

This forum is for everyone interested in keeping our middle school kids safe. Help develop a Community Action Plan on After-School. Share your ideas on finding resources, building partnerships, developing an advocacy plan, and ensuring quality programs.

Registration is free. Lunch is provided, but you must register for lunch. For more information, please contact Ruth Toxopeus at (703) 324-5580 or e-mail [Ruth.Toxopeus@fairfaxcounty.gov](mailto:Ruth.Toxopeus@fairfaxcounty.gov) or Mark Emery and (202) 326-8699 or e-mail [marke@ccsso.org](mailto:marke@ccsso.org).

- **Saturday, May 31, 2003**

The Community Resilience Projects of Alexandria City and Fairfax County present...

**Special Event**  
***"Horn of Africa in the US:  
Celebrating Cultures and Enhancing Community"***  
**Saturday, May 31, 2003**  
**1:00p.m. - 5:00p.m.**  
**Lee Center**  
**1108 Jefferson Street**  
**Alexandria, Virginia**

Get to know the cultures of Eritrea, Ethiopia, Somalia, and the Sudan through dialogue, music, dance, and art.

For more information, please call Khattab Ahmed at (703) 303-6846, Victoria Melvin at (703) 209-1459, or Ephrem Gebremariam at (571) 225-3895.

- **Thursday, June 5, 2003**

George Mason University and the Northern Virginia Mediation Service present...

**Workshop**  
***"Using Collaborative Processes to Resolve Community Issues"***  
**Thursday, June 5, 2003**  
**8:30a.m. - 12:00p.m.**  
**George Mason University**

There are many issues facing government and community groups that really require a positive working relationship between affected parties before a decision can be explored. Creating an inclusive process that involves all those with competing interests may be critical before a decision can be effectively implemented with community support. This workshop will explore key aspects of convening a public consensus process including a) Choosing an appropriate forum; b) Selecting an appropriate process; and c) Creating an environment for success. The instructors are recognized experts from the Institute for Environmental Negotiations at the University of Virginia who have conducted many of these processes throughout Virginia.

Registration: Free for staff of Northern Virginia governments, non-profit and community organizations.  
\$100 or \$50 with 10-day advance payment for all others.



For more information, please visit [www.gmu.edu/departments/nvms/catalog.htm#cpc](http://www.gmu.edu/departments/nvms/catalog.htm#cpc).

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▪ **Thursday, June 5, 2003**

George Mason University and the Northern Virginia Mediation Service present...

**Conference**  
***"Collaboration and Consensus-Building  
Across Communities and Organizations"***  
**Thursday, June 5, 2003**  
**8:30a.m. - 5:30p.m.**  
**George Mason University**  
*Fairfax Campus*  
*Johnson Center*

The 2<sup>nd</sup> Annual ADR Conference for business, government, and non-profit organizations will feature concurrent sessions on legal, organizational, community, and interpersonal conflict resolution and collaboration.

Conference registration fee: \$275 per person. Early registration by May 28, 2003 - \$225.

For more information, please visit [www.NvMediation.org](http://www.NvMediation.org).

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▪ **Saturday, June 7, 2003**

The Arc of Northern Virginia, in partnership with Annandale United Methodist Church, presents...

***Brown Bag Workshop for  
Individuals with Disabilities,  
Parents of Children of Any Age with Disabilities,  
and Professionals Working with People with Disabilities***  
***"Understanding Your Sexuality and  
How to Protect Your Safety Zone in Your Community"***  
**Saturday, June 7, 2003**  
**11:00a.m. – 2:00p.m.**  
**Annandale United Methodist Church**  
*Library - First Floor*  
*6935 Columbia Pike*  
*Annandale, Virginia 22003*

Guest speakers include Ms. Christine Spencer-Greer of Planned Parenthood, and representatives from the Fairfax County Police Department and Metropolitan Police Department. To RSVP, please call the Arc at (703) 532-3214. Childcare is limited. Please call Debbie Fleischmann, (703) 532-3214, x, 214 for reservations.

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▪ **Tuesday, June 10, 2003**

The Community Action Advisory Board (CAAB) and Community Ministries of Northern Virginia present...

**Housing Forum**  
***"Affordable Housing Provided by the Faithful"***  
**Tuesday, June 10, 2003**  
*7:30p.m. – 9:00p.m.*  
**Fairfax County Government Center**  
**Board Auditorium**  
*12000 Government Center Parkway*  
*Fairfax, Virginia 22035*

Help solve the affordable housing crisis by participating in innovative programs tailored to the ecumenical community. Join us to learn from those who are doing it now.

Sponsors include Community Ministry of Northern Virginia, Lutheran Housing, Good Shepherd Housing, Fairfax County Community Action Advisory Board (CAAB), Fairfax County Department of Housing and Community Development, and many churches and religious organizations in Northern Virginia.

For more information, please call Trudy Brisendine at (703) 324-7812.

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▪ **Tuesday, June 10, 2003**

Upcoming Meeting...

**Public Meeting**  
***"Consolidated Community Funding Advisory Committee (CCFAC)"***  
**Tuesday, June 10, 2003**  
*7:30p.m.*  
**Fairfax County Government Center**  
**Conference Rooms 9 & 10**  
*12000 Government Center Parkway*  
*Fairfax, Virginia 22035*

This meeting will provide an opportunity for the public to comment on the priorities set for the Consolidated Community Funding Pool (CCFP) for FY 2005-2006.

For a copy of the proposed priorities, or for more information, please call Bill Macmillan (703) 324-4657.

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▪ **Wednesday, June 18, 2003**

Volunteer Fairfax presents...

**Training Series for**  
**Non-Profit and Public Agencies**  
***"Volunteer Recruitment Strategies"***  
**Wednesday, June 18, 2003**  
*8:45a.m. - 12:00p.m.*

**South County Center**  
8350 Richmond Highway  
Alexandria, VA  
**Registration Deadline: June 11, 2003**

*One of the most challenging components of volunteer management is the recruitment and placement of volunteers. Join us for a motivating morning of innovative ideas and strategies for successful volunteer recruitment. Learn how to identify and develop position descriptions that "sell" themselves, create enticing service benefits and how to design a communications strategy that keeps volunteers coming back! You will walk away with new ideas and a plan of action.*

**Presenter: Renee Hoyt Atkinson, Special Events Coordinator**

Registration fee is \$50 per registrant. Premium members receive one ticket at \$30. Volunteer Fairfax is a private nonprofit organization mobilizing people and resources to meet regional community needs. For more information on programs and services visit our web-site at [www.volunteerfairfax.org](http://www.volunteerfairfax.org), email [volrus@volunteerfairfax.org](mailto:volrus@volunteerfairfax.org) or call 703-246-3460.

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▪ **Thursday, June 19, 2003**

The Fairfax County Department of Systems Management for Human Services presents...

**Free Hands-On Training**  
***"Learn How to Use the Human Services Resource Guide"***  
**Thursday, June 19, 2003**  
Session is from 10:00a.m. - 12:00p.m.  
6245 Leesburg Pike, Suite 301  
Falls Church, Virginia 22044

To register, please call Resource Information Management Services (RIMS) staff, Norma Bartholomew - (703) 533-5787 or Keisha Dotson - (703) 533-5786, or e-mail [wwwrim@fairfaxcounty.gov/rim](mailto:wwwrim@fairfaxcounty.gov/rim).

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▪ **Sunday, July 20 - Tuesday, July 22, 2003**

Jewish Women International (JWI) presents...

***The First International Conference on Domestic Abuse in the Jewish Community***  
***"Pursuing Truth, Justice, and Righteousness - A Call to Action"***  
**Sunday, July 20 - Tuesday, July 22, 2003**  
**Hyatt Regency Hotel**  
**Baltimore, Maryland**

Please call JWI directly at 1-800-343-2823 or visit [www.jewishwomen.org/CallToAction](http://www.jewishwomen.org/CallToAction) if you would like more information or printed copies of the conference brochure.

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▪ **Saturday, July 26 and Saturday, August 16, 2003**

Volunteers needed...

***"Free School Physicals to Uninsured Children"***

Faith communities and non-profit organizations in Northern Virginia are partnering with Inova and the Fairfax County Health Department to provide free school physicals to uninsured children in our community. On Saturday, July 26 and Saturday, August 16, from 9:00a.m. - 1:00p.m., over 400 children are expected to receive free physicals.

Physicians, nurse practitioners, nurses, interpreters, and other volunteers are needed to help. Each child will get a free school physical, school immunizations, and screenings. Each child will also be provided with information and an application to enroll in Virginia's state-funded insurance programs. When each child leaves, they will be given a bag of school supplies. Churches are being asked to assist by collecting school supplies, volunteering at the event, and helping to plan and/or coordinate the event.

***St. Anthony's Catholic Church School Physicals Day***

*will be held*

***Saturday, July 26, 2003***

*9:00a.m. - 1:00p.m.*

For more information or to volunteer, please contact Georgine Redmond at (703) 573-5903 or e-mail [gredmond@gmu.edu](mailto:gredmond@gmu.edu).

***The Greater Springfield Communities of Faith School Physicals Day***

*will be held*

***Saturday, August 16, 2003***

*9:00a.m. - 1:00p.m.*

For more information or to volunteer, please contact Cyndi Barr at (703) 644-5627 or e-mail [cdbarr@bww.com](mailto:cdbarr@bww.com).

***The Mt. Vernon Community Coalition's School Physicals Day***

*will be held*

***August 16, 2003***

*9:00a.m. - 1:00p.m.*

For more information or to volunteer, please contact Bonnie Lilley at (703) 780-4844 or e-mail [clilley406@aol.com](mailto:clilley406@aol.com).

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▪ **Wednesday, Nov. 12 and Thursday, Nov. 13, 2003**

The Roundtable on Religion and Social Welfare Policy, Nelson A. Rockefeller Institute of Government presents...

***Fall 2003 Research Conference***

***"The Public Benefit of Private Faith:***

***Religious Organizations and the Delivery of Social Services"***

***Wednesday, Nov. 12 and Thursday, Nov. 13, 2003***

*Two-day Conference*

**Wyndham Washington Hotel**  
1400 M Street NW  
Washington, DC

Conference registration is free! For more information, please contact Michael Cocca at (518) 443-5014 or via e-mail at [coccam@rockinst.org](mailto:coccam@rockinst.org).

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## **News and Announcements:**

### **West Nile Virus/Mosquito Control Outreach Program**

**Fight the Bite**  
Say **NO** to Mosquitoes  
**ELIMINATE STANDING WATER**

It's that time of year again! "Fight the bite" and help say NO to mosquitoes. The Fairfax County Department of Health, Division of Environmental Health needs your help in getting information about West Nile Virus and mosquito control measures into the hands and heads of county residents. Your faith community could make a big difference by making printed material available to your membership or printing a few words about West Nile Virus in your bulletin or newsletter. If you would like to be a partner in this effort, please call Carl Sivertsen at (703) 246-2338.

### **Volunteers Needed for Meals on Wheels Program**

Meals on Wheels needs volunteers for three Volunteer Coordinator positions in the County that need to be filled: Fairfax City, Franconia, and Tysons Towers. If you would like more information, please call (703) 324-5846 or (703) 324-5438.

### **Alexandria Volunteer Bureau Has New Contact Information**

Please note, the web-site and e-mail addresses for Alexandria Volunteer Bureau have changed. Updated contact information is included below:

*Alexandria Volunteer Bureau Web-site:* [www.AlexandriaVolunteers.com](http://www.AlexandriaVolunteers.com)

*General E-mail address:* [mail@AlexandriaVolunteers.com](mailto:mail@AlexandriaVolunteers.com)

*To e-mail a member of the staff, please use the staff member's first name instead of "mail."*

*E-mail address for Aaron Spevacek, Executive Director:* [Aaron@AlexandriaVolunteers.com](mailto:Aaron@AlexandriaVolunteers.com)

### **Northern Virginia Family Service Has a New Address**

Please note, Northern Virginia Family Service (NVFS) has a new address. Updated contact information is included below:

*Northern Virginia Family Service*  
10455 White Granite Drive, Suite 100  
Oakton, VA 22124  
(703) 385-5176  
(703) 385-5176 FAX

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## **Resource and Grant Opportunities:**

### **Free Child DNA Sampling Kits**

Governor Mark R. Warner has announced that 80,000 free child DNA sampling kits are now available. Virginia's new car and truck dealers are providing the free kits, which are being distributed as part of the Governor's KIDsafe Virginia initiative, a comprehensive, ten-part program intended to boost child safety efforts in the Commonwealth. A list of participating dealerships is available at the auto dealers' web-site at [www.vada.com](http://www.vada.com).

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## **Job Opportunities:**

### **Food For Others Job Opportunity**

**Food For Others Office Manager:** This is a full-time position located in Merrifield, VA. It is performed in an office environment and works under the guidance of the Executive Director and the President of Food for Others, a non-profit organization.

#### **Duties Include:**

- Order office supplies.
- Receive and distribute mail.
- Prepare, produce, and mail newsletter.
- Prepare "Thank you" correspondence for monetary and in-kind gifts.
- Make back deposits.
- Enter deposits in computer.
- Collect and examine invoices, submitting to others for approval as appropriate.
- Keep petty cash and spending records.
- Prepare items to cut checks, enter paychecks, and do bank reconciliations.
- Have checks signed and distributed or mailed.
- Liaison with payroll service.
- Prepare and keep time sheets, personnel files, and retirement benefits.
- Store financial records.
- Handle NAP contributions.
- Recruit, train, and supervise office volunteers.
- Process emergency and USDA clients when we're short staffed.
- Liaison with post office branches prior to NALC food drive in May, and with Boy Scout leader before their food drive in November.
- Daily - audit accountability forms, USDA, and Referral forms; fill in missing information or clarifying uncertainties, try to correct any errors, corresponding with clients when necessary, ascertaining correct jurisdictions, etc.
- Answer phone, when needed.
- Gather monthly records; input corrections to the food statistics report, prepare final printout. Review people counts for sites and special groups, coordinating these reports with the food statistics printout to identify missing numbers, try to obtain missing numbers, and approve final printout. Prepare figures for Progress Report.
- Tally Fairfax demographic forms monthly.
- Submit demographic and financial reports on Fairfax County contract, as well as quarterly requests for advances (online).

- Submit 3 page monthly reports on Arlington contract, and quarterly advance requests.
- Assist Executive Director with statistics, copies of documents, etc.
- Keep record of milk and eggs distributed.
- Computer Skills needed in the use of MS Office Suite (Word, Excel, PowerPoint, Access), MS Explorer and Outlook.
- Maintain office machines and equipment.
- Produce correspondence, charts and other written materials.
- Plan and coordinate tasks related to special events.

**Desired skills and personal characteristics include:**

- Knowledgeable of computer databases for the production of mailing labels and reports.
- Knowledgeable of the use of the Internet and WEB sites.
- Knowledgeable about the work of nonprofit organizations.
- Knowledgeable about Northern Virginia area.
- Capable of working effectively with staff, officers, directors, and volunteers.
- Ability to make timely decisions.
- Comfortable working in a small office frequently subject to serving numerous clients.
- Computer skills including email and web site administration.
- Communication skills including the ability to make presentations. Spanish language skills helpful.
- Comfortable as a fundraiser from foundations and the general public.
- Creative and entrepreneurial oriented.
- Availability at Food for Others' office daily.

**Desired Experience:** Relevant management experience desirable.

**Compensation:** Commensurate with experience and qualifications. Position is considered full-time.

For more information, please call Food For Others at (703) 207-9173.

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**Community Fundraisers:**

No listings in this issue.

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